

# THE WHITTIER PICTORIAL



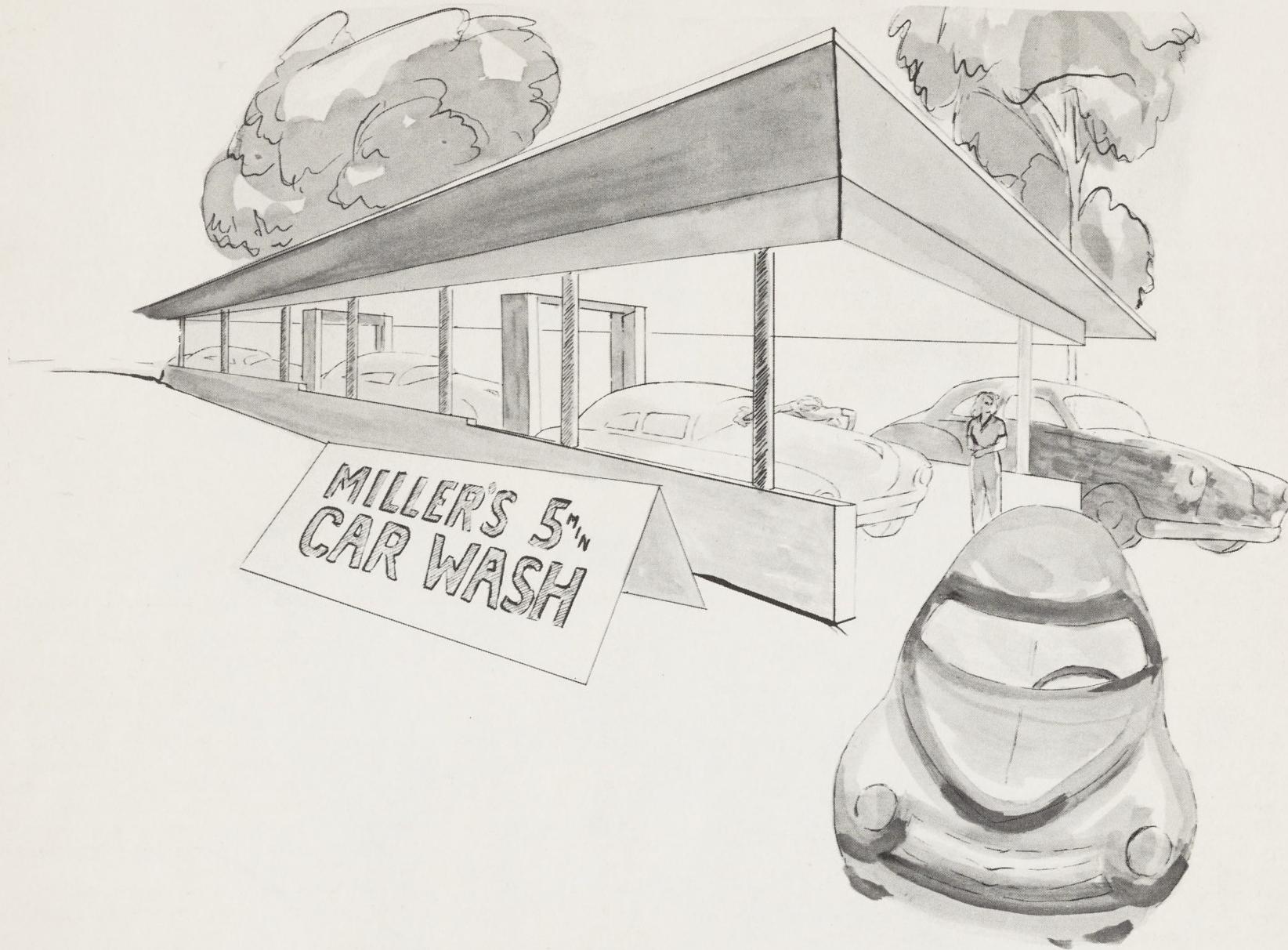
Whittier, Calif.  
117 N. Washington Ave.

April 5, 1951



IN THIS ISSUE  
QUEENS OF THE FAIR  
★  
OPEN LETTER TO OUR  
NEXT CITY MANAGER  
★  
LIFE OF A WIFE

# NOW OPEN



## Miller's 5-Minute Car Wash

**\$1.25**

**HERE'S WHAT YOU GET:**

**\$1.25**

**STEP 1**—Entire interior of car is vacuum-cleaned, ash-trays emptied.

**STEP 2**—Chrome grilles and wheels are scientifically cleaned with a special detergent guaranteed not to harm paint or polish of any car.

**STEP 3**—Car is shampoo-washed with sheepskin pads and special soap.

**STEP 4**—Car is thoroughly rinsed and rapidly dried by electric blowers.

**STEP 5**—Water drippings are removed; windows are chamois-cleaned inside and out.

**STEP 6**—Final inspection is given: if inspector is not satisfied, car is sent through again.

"Why wash your car when Miller can do it for \$1.25?"

**1321 W. HADLEY**

# Life of A Wife

## I - The Businessman's Wife

**WHAT KIND OF A LIFE CAN WIVES OF BUSINESS-MEN, TEACHERS, DOCTORS AND OTHERS LOOK FORWARD TO? THIS IS THE FIRST OF A SERIES THAT ATTEMPTS TO GIVE THE BRIDE-TO-BE SOME INSIGHT INTO WHAT LIES AHEAD WHEN SHE MARRIES A BUSINESS OR PROFESSION ALONG WITH A HUSBAND.**

By MARGARET BONHAM

Material for this and subsequent articles was compiled from replies to a questionnaire sent to many local wives. Anonymous replies were sought to questions designed to reveal the special problems faced by wives whose husbands were in a particular category—small business men, teachers, doctors, and so on. Names used are fictitious, except those of Mr. and Mrs. Leonard Crofoot, a typical young business couple, who posed for the photographs illustrating this article.

The life of a wife might seem pretty much a cut and dried affair, because on the surface wives appear to live much the same kind of lives. But scratch the surface and a variety of activity, a difference of working hours, a contrast of opportunity is uncovered.

A wife not only has to adjust herself to her husband's personality, she must also conform to the demands of the life her husband's vocation imposes.

To the young girl about to be married, or to the newly married woman, these differences and demands may be overlooked in the delight of establishing a home. But to the woman who has been a wife for a few years, such divergencies may loom large. Afterwhile she may begin wishing, like the



**Marriage to a small business man brings problems, rewards.**

white rabbit who wanted red wings, to be something she isn't.

Wishing to be something else can bring progress, for the mere act of living implies change. If, however, she should wish her husband to be something he isn't, trouble may rear its ugly head, for no one can change another much, at least not after marriage.

Perhaps, as far as wives are concerned, it is not so much a matter of trying to change someone—marriage, after all, commits one to certain conditions and responsibilities—but rather it may be a matter of acquiring more understanding before marriage of what those conditions and responsibilities are.

In this respect, Jane Bennett, soon to marry a young man who owns a small business, is more fortunate than most brides-to-be. She has older friends married to men who own and manage their own businesses.

At a pre-nuptial party they give in her honor, Jane, eager to become a successful wife, starts an avalanche of advice coming her way by asking a few questions.

"How can I best help Dave? What is most important—the house, the store, or what?" Her friends chorused:

"Home, for the wife, should come first."

"Maintaining good health is most important."

"Never talk about your husband's business to other people."

"Keep your husband's clothes in good repair."

"Encourage his hobbies."

### He Won't Help

"Don't expect him to have time to help you at home."

"See that he takes you once a week to a dance or a show."

"Don't expect too much money at first."

"Wait! Wait!" Jane gasps. "I didn't know there was so much to being a wife. Tell me more—but slowly."

After listening awhile, Jane, who has taken her own robust good health as a matter of course, realizes her friends put a premium on good health for a wife of a business man.

"Because, Jane, you'll have to work at least part time in Dave's business. Waiting on customers, running errands, even driving into L. A. for supplies in an emergency, as well as keeping house and cooking three meals a day."

"It's hard work, Jane, don't kid yourself, but there's one thing about it—working closely with your husband gives you a common interest. You'll have a chance to gain a lot of respect from Dave."

"That's for sure, Jane. After I run into town, bucking traffic and all to get supplies my husband needs in a hurry, he treats me with new respect."

"Yes, and I've lived long enough, Jane, to know that not every wife has a chance to earn such respect. Some don't get a chance to know the least thing about their husband's work. Frankly, I think they have to work harder after hours than we do to keep a husband's interest."

"And don't expect Dave to help you much at home. A business man usually has only one day a week off and even on that day there's always some work he could be doing at the store if you let him."

"Then, too, Dave'll be lucky to get two weeks vacation a year if he's anything like my husband."

"But when you have children," Jane asks, "shouldn't a husband help at home then? After all you mothers work as hard or harder than your husbands."

"If you can arrange it, Jane, when you have children—especially when they're



**Don't expect him to help much with housework on his brief times at home.**



Your help at the store will be needed—and appreciated, too.

small—try to stay home with them."

"Plan to have some help for awhile if you can."

"Gee, maybe we shouldn't have children although we both want them," Jane mused. "Children sort of complicate things don't they?"

A chorus of "No's" tells Jane these women think children are mighty important.

"All of us have children, Jane they give us problems but they make marriage much more interesting."

"They do make working in your husband's store more difficult but if you plan carefully and put their welfare first for awhile you can do it."

"After all, Jane, most of the time Dave's working hours will be fairly regular."

"If you work in the store in the middle of the day you'll probably eat your lunch on the run."

"Even if you have a small income at first you don't need to look forward to a small income all your life as some salaried people do."

"Yes, Jane, by hard work, a little luck and more hard work you and Dave have a good chance of being in the upper income brackets by the time you're middleaged."

"It's up to the wife, Jane, to keep the family living within its income."

Jane made a face. "Have to be a regular old harpy or a miser."

"No—just wise spending, which is easier said than done. You two should have a plan right now and stick to it if you can."

"But don't forget it's hard work, Janie my girl, darn hard work."

#### Night School

"You've never had business training have you? That'll make things harder for you."

"I could go to night school and take bookkeeping," hopefully. "Dave's been taking a class in photography at night."

"That's an idea. And about Dave's hobby—photography—"

"Yes, outdoor pictures mostly. I've walked miles across the hot old desert with him and along canyon trails so high and narrow it makes me dizzy to think of them—all for one little old picture. After we're married I'm going to—"

"Don't! You better encourage an outdoor hobby like that if you value a peaceful mind over a jangle of nerves. A man working indoors all the time has to get outside in his free hours."

"Well—maybe—"

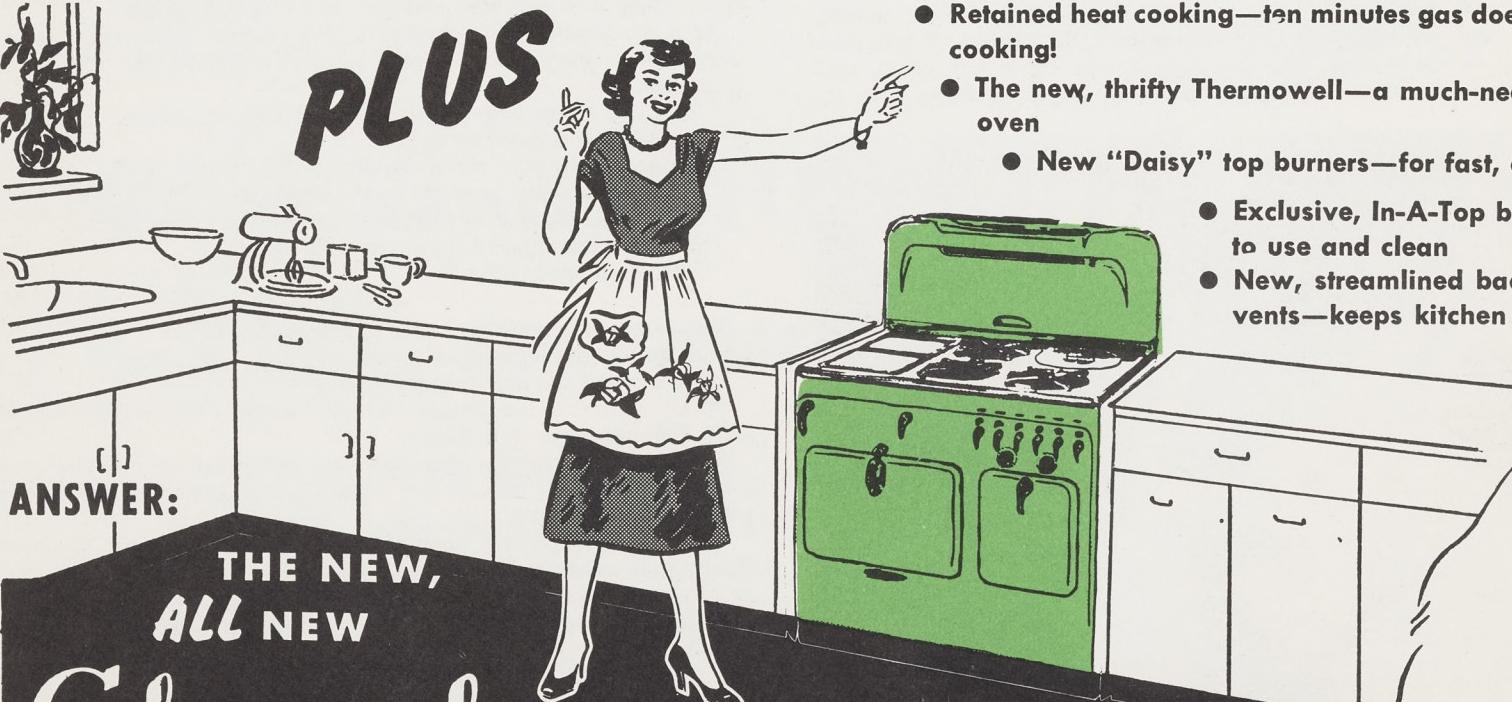
"A nice thing about you, Janie, you're such a friendly person. That's important in meeting customers."

"And you don't have a gossipy nature. Gossip and business don't mix."

Jane preened herself. "Any more bouquets?"

"Not now. We'll let Dave give them to you."

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What gas range gives you a choice of 6 lovely colors?*



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- Exclusive, In-A-Top broiler—easy to use and clean

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"But don't expect too many after you're married. Dave's in the same business as my husband and the heaviest season in the year comes about a month after you get back from your honeymoon. He'll be up to his ears in invoices and red tape. Half the time he won't know you exist."

"Dave'll never be that way," stoutly.

"O.K. But you'll find it's up to the wife to go more than half-way to make a success of marriage."

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Women they are. The challenge of two jobs has kept them from becoming dull and prosaic.

Like many before her, Jane will find that wifehood offers an opportunity for creative work, for love and sharing. "When two people work together, share together, play together, and worship together, life has meaning."



And it's all worth it, say most wives.

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during the war when Argentina, which imported its newsprint from north-

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There is an attractive custom in Latin America whereby, on any notable occasion affecting a newspaper, its friends and admirers wire or write expressing "solidarity" with it. So we would like to express to La Prensa of Buenos Aires, and to its publisher, Gainza Paz, our heartfelt solidarity.

CHARLES N. POLLAK II  
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(Continued on Page 23)



Your help at the store will be needed—and appreciated, too.

What gas range gives you a 25-yr guarantee?  
What gas range gives you a choice of 6 lovely

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"Dave'll never be that way," stoutly.

"O.K. But you'll find it's up to the wife to go more than half-way to make a success of marriage."

"But in our Family Problems class," Jane argues, "we decided *both* the husband and wife have to go more than half way. A fifty-fifty proposition is fatal."

"That's true. And one person can't do it all, either. If Dave's studied family problems with you maybe you two can work it out better than some of us older ones."

"Young couples nowadays do seem to share things better than our generation."

"Well," Jane says, candidly, "If I can look as attractive as all of you after I've kept house, and cooked, and worked in Dave's store and raised a houseful of kids, I'll be satisfied."

Thinking it over afterward, Jane realizes that these women, who go out of their homes with apparent cheerfulness to work alongside their husbands, believe privately that the average wife's place is in the home. Not in the old-fashioned sense, of course, but the home should come first. And it should be a pleasant place where a husband can relax and enjoy life.

From talking and listening to her friends Jane has come to realize that wifehood can be an extremely important profession; that there is more to being a wife than just keeping house; that perhaps as the wife of a man in business for himself she will have a better chance to help her husband and gain his respect than some other wives may have, but she must expect to give more help to her husband than she can expect from him.

Jane is too inexperienced to realize that the very difficulties these wives have faced and overcome have made them the alert, pleasant, well-groomed women they are. The challenge of two jobs has kept them from becoming dull and prosaic.

Like many before her, Jane will find that wifehood offers an opportunity for creative work, for love and sharing. "When two people work together, share, together, play together, and worship together, life has meaning."



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# Lincoln SWEEPSTAKES WINNER!

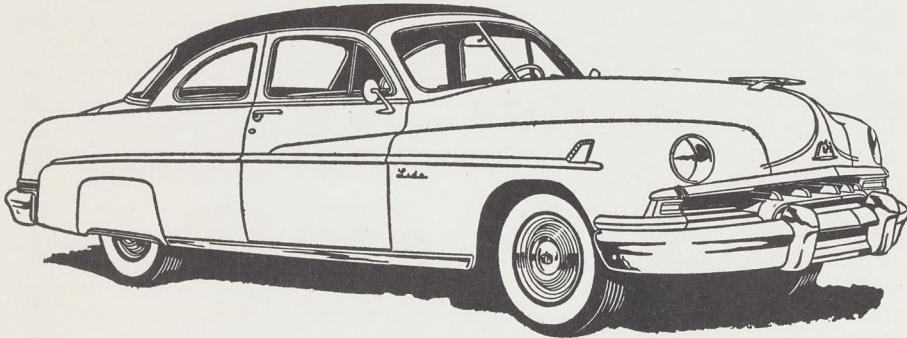
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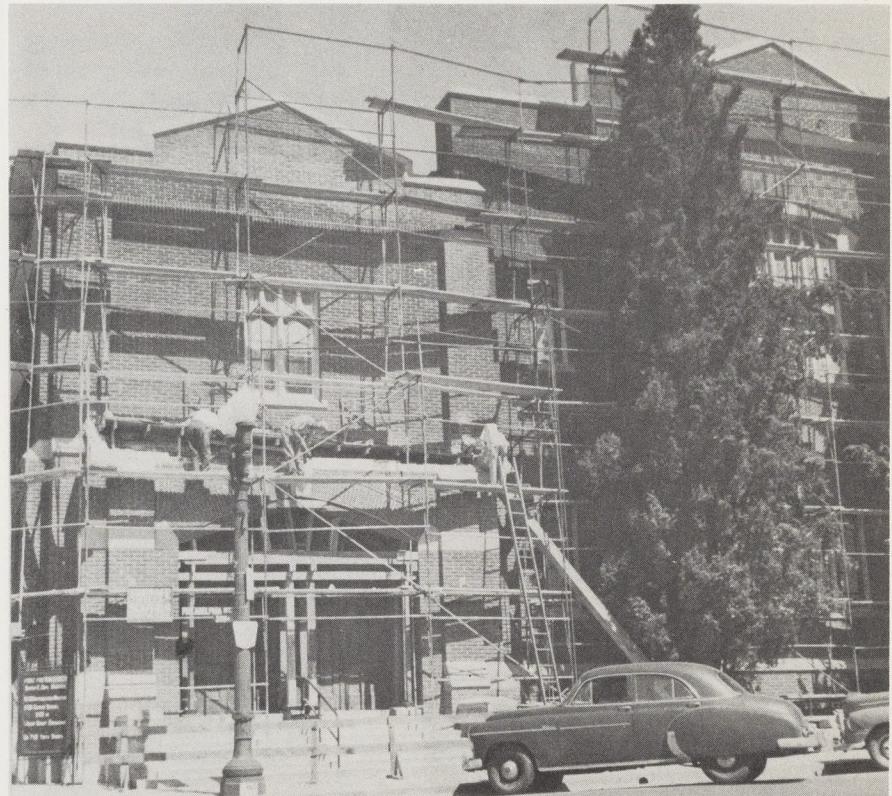
## WHITTIER SNAPSHOTS



Christine Melendrez, 10, 141½ N. Gregory, started winning trophies when she was 8 and has been winning them steadily ever since. Besides winning contest at the National Orange Show a couple of weeks ago she has performed well at other fairs and events. She also does tap and toe dancing.



Vapor trails left by two airplanes (left picture) looked like this over Whittier one day. The big multi-engined plane left the filmy trail from left to right, then returned to leave the backward "S" with its distinct double track. Meanwhile a smaller plane was cutting in on the big job like a fighter (short track). The girl at right is peeking between the doors at Lydia Jackson school to watch children of another class folk dancing. She'd like to, too.



Workmen are nearing completion of their three months' task of renovating the exterior of the First Friends church, Washington and Greenleaf. Starting right after Christmas, they tore down the parapet to roof level because the old mortar was rotting out, then re-built and reinforced the parapet walls, pouring new capstones. Farther down, they re-built archways over the doors and inserted new mortar where necessary. Work will be finished in April.



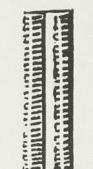
Local metal working firm prefabricated steeple for Four-Square church at Cullem and Washington; had time hoisting it to roof of church.



But set it up without mishap.



St. Mary's P-TA served a 25 cent breakfast (all you can eat!) in the parking lot back of the Box Market recently. The turnout was a good one, too, crowded as this for several hours.



SEWING JOBS  
Without Any Attachments  
**12** THE **ADLER**  
Lifetime Guarantee

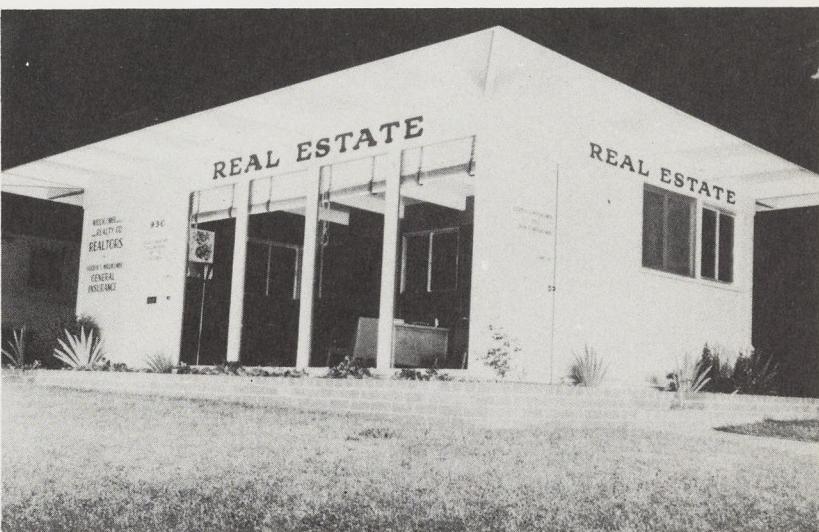
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and more, can be done by simply flipping  
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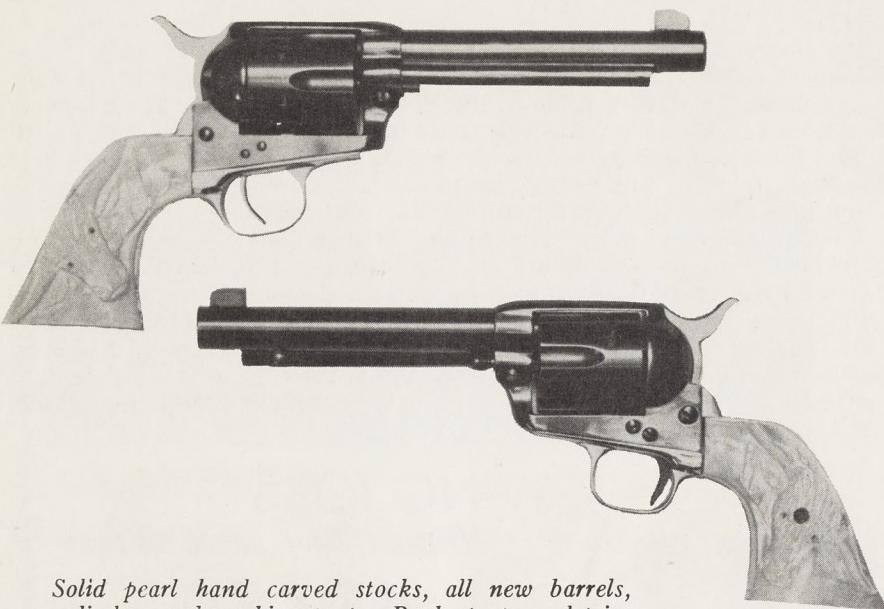
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.22 long rifle—.38 special—.357 Magnum—.45 Colt



Solid pearl hand carved stocks, all new barrels, cylinders and working parts. Back straps and trigger guards in chrome. Frames color-hardened. Blued by special process to soft velvet. Price as shown: \$125.00.

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wanna make some money? wanna  
win prizes? sell the PICTORIAL!  
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Robert Boynton leads campfire singing with his guitar. Others in group are Al and Doris Peckham, Mrs. Boynton, Eugene and Georgia Oates, and Bruce and Mrs. Bruce Wilcox. Singing was first rate.

## "2 x 2's" Throw First Rodeo of Season

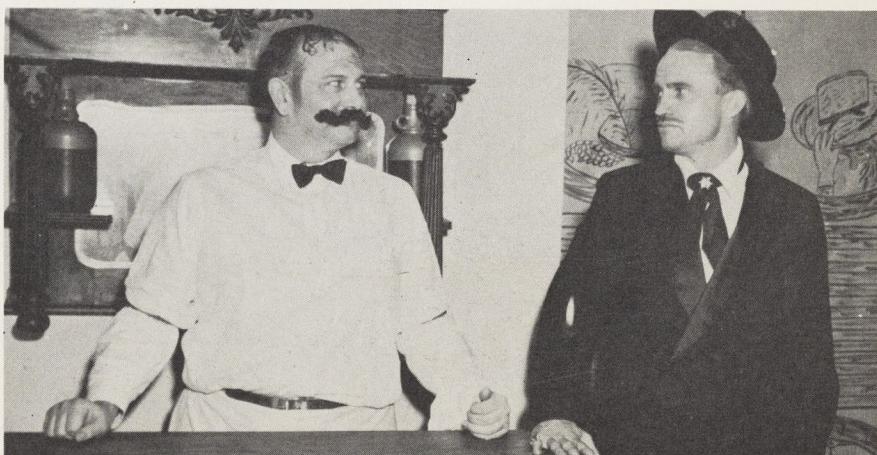
The Plymouth Congregational Church's "2 by 2" club, composed of young married couples, decided recently to throw an unusual party and left the basic idea and plans up to a committee of five couples headed by Mr. and Mrs. Bruce Wilcox. Each of the 60 persons who attended the Old Timers' Spring Roundup planned by the committee agreed that the party was a whining-dinger.

It sort of combined rodeo events with a campfire songfest, ham dinner and what not, all held in the recreational gymnasium next door to the church. Among the rodeo events were a "wild cow milking contest," involving cows made of cardboard, burlap and rubber gloves, a "bucking horse contest" and other wild and woolly acts.

The gym was suitably decorated with artistic signs, the men were all heavily mustached, the women pretty in gingham, and the next Spring Roundup will be held in 1952.



Bruce Wilcox, in box, acts as announcer, and Bob Boynton, right, as arena director while Mae Wilson "milks" cardboard wild cow in foreground.



Elliott Hoff was barkeep and Eugene Oates took part of gambler.



Pfc Still holds tommygun bullet dug out of his arm by doctors in Japan. "When I saw that I almost fainted," he now laughs, and keeps the bullet for a souvenir.

## Marine Tells How It Feels to Get Hit

Marine Private First Class David Still is now among the 50,000-plus United States servicemen listed as casualties of the bloody Korean war. He was wounded one snowy night, near the Chang-yin reservoir, farthest north reached by elements of the First Marine division. At the time he was a member of an 81-mm mortar section of a heavy weapons company, but was armed personally with a tommy-gun. More vocal than most veterans, although modest enough, Pfc. Still described that tragic and icy night of December 1-2 in this way:

We'd been hiking for 15 hours straight (he said) and it was about 2:30 a.m. on December 2nd. We'd taken a hill. The mortars were set on the crest of the hill and we had rifle companies screening us in the dip below. Beyond the riflemen you could see the snowy slopes rising up. It was cold. God, it was cold!

We'd just set up our mortars. The ground was too frozen to dig fox-holes. I sat down and was blowing on my fingers to take the stiffness out of them. I was so tired I was almost dizzy; nothing seemed real. I opened a tin of C-rations and ate a cracker. It was still dust in my mouth when someone down below, I think it was the major, hollered:

"Here they come! Here they come!"

It was sudden as that.

I grabbed my tommygun and pulled the bolt and rose to a crouch and started

to swing the submachinegun around toward the dim other slope. I never got it around. Out of the corner of my eye I could see this guy about 75 or 100 feet away. He had a tommygun, too. He was firing and I saw the flashes. I only remember seeing this ghostly shape against the grey snow and the black night and the flashes of his firing. He was sweeping us, and it all happened in a split-second.

"Ow!"

"Oooo!"

"Eeee!"

Our guys yelled. He shot five or six of us.

Before I could get my submachinegun into firing position I was hit. It made me numb all over (Still was hit in the elbow and arm). It spun me around. The snow started to slip from under me and I fell to the ground and started to cry. Some of the other fellows were crying, too. Machinegun bullets were ricocheting from the rock behind me, and hit another guy.

But the Chinese didn't get through the rifle companies to us.

I was a walking casualty. I hiked out, 14 miles over the mountains. We started at 2 p.m. and walked until 11:30 at night to get to Hageru. Then they flew us to Hungnam, the port, and from there to Japan.

Still, former member of Charley battery, is 19 and lives with his parents at 5103 S. Lindsey, Pico. He was a member of the first replacement draft who landed at Wonsan Nov. 1. After his convalescent leave, he will report, April 7, to San Diego where, if he gets a break, he will be made drill inspector, a "soft berth," the marine thinks.

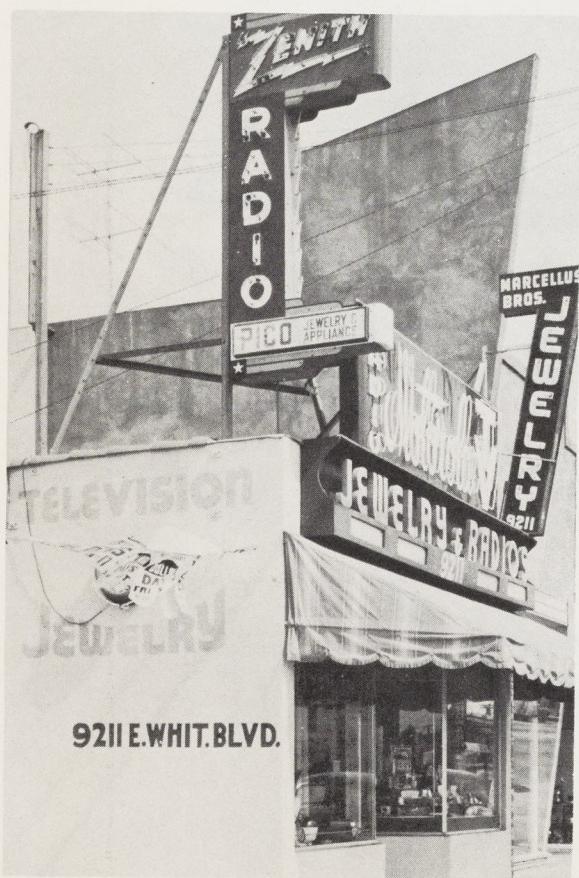


Pfc. Dale Campbell, 19, landed at Inchon with the First Marine division September 15, and stayed with the outfit all of the way to the Chang-yin reservoir in the far north, then returned to Pusan, Masan, went back on the line in central Korea. Because of illness of his father, L. A. Campbell of 12524 Pershing Dr., he was given an emergency furlough and returned to the States March 12.

Marine Pfc. Ralph Barton, r., was Charley Battery vet who earned bronze star for heroism in smothering ammunition dump fire single-handedly.



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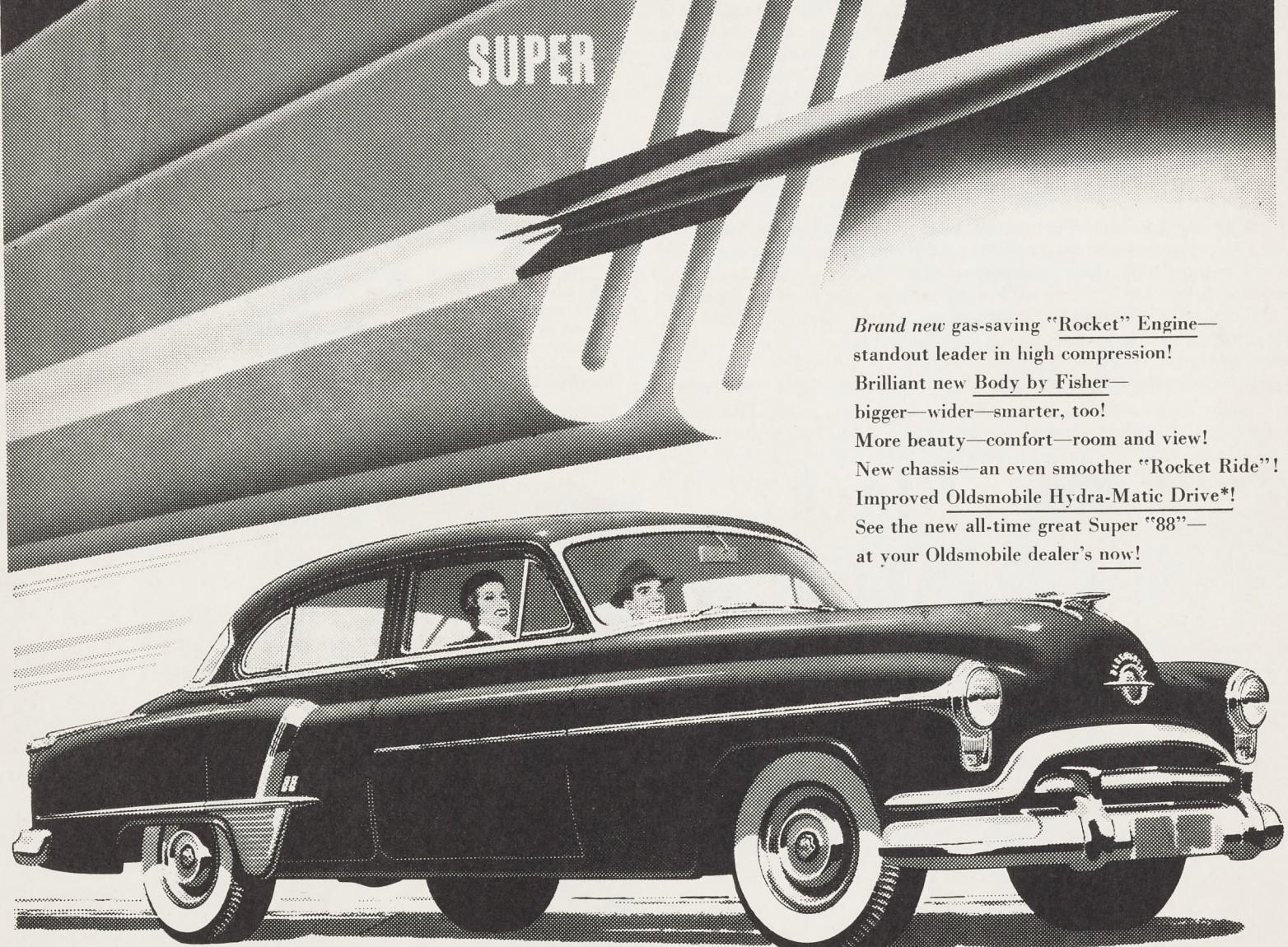
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Projectile can be seen in the air, left, as Camp Cooke field piece fires. Among the gun crew in photo are: Pvt. Cornelius J. Vreeken, Whittier; Pfc. John L. Crawford, Whittier; and Pfc. Arnold Ponce de Leon, Montebello.

## Whittier Men Train For Duty in Japan

A good many young men from Whittier and this area will be leaving for Japan soon with the 40th National Guard division, recently called up. Many of the units comprising this outfit have undergone refresher training at Camp Cooke, California, during recent weeks. The division is to complete its training when it gets to Japan.

It is not presently planned to send the 40th on into Korea, where the fighting

is underway. Rather, the National Guard outfit is being sent to replace divisions which already moved over into Korea.

Among the Whittier men in the 40th is Pvt. James E. Tunnell, who took most of the pictures used here. Home on a shore leave before shipping to Japan, Pvt. Tunnell loaned his prints to THE PICTORIAL and furnished information for the cutlines.



Cpl. Manuel Puentes,  
Montebello



Sgt. Floy L. Stoddard,  
Whittier



Jim Tunnell



Cpl. James Hurlbut,  
Montebello;  
Cpl. Harold L. Street,  
Whittier



Rct. Bill Beals, Montebello



George E. Davis, Montebello



Montebello gun crew trains.



Rifle grenades fired from carbines.



Time out during a break.



BETTE BARMORE, Y. M. C. A. Men's Club candidate.



DORLENE RANDALL, representing Junior Chamber of Commerce.



ALICE de la TORRE, Whittier Credit Woman

## One of These Will

IT'S THE  
**DOBBS**  
*WESTWARD*

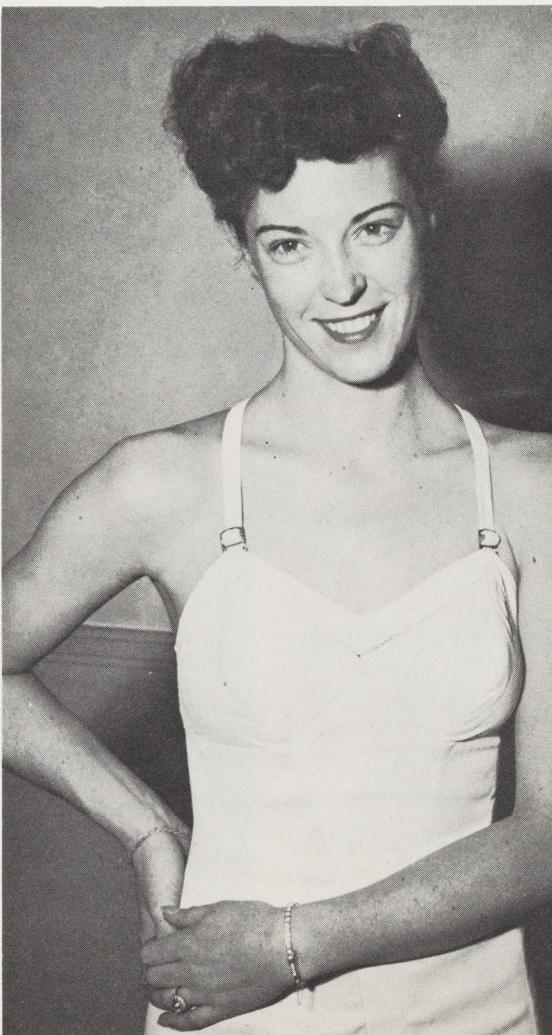


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Knowing full well that a fair wouldn't be much without a queen, Whittier's two Lions Clubs have joined forces this year and announced a Queen Contest to select a reigning beauty for their Community Fair and Auto Show, to be held April 25-29 at the industrial tract south of the boulevard.

Unlike most queen contests, however, the winner in this one will be selected on performance, not contours. Each candidate has been nominated by a local organization. The winner will represent the group which sold most tickets (at 25 cents each) on a vacation trip to Mexico City. The queen will win a ward-



VIRGINIA SPAULDING, of Fezzan Grotto.



SHIRLEY ANN SMALLWOOD, of Fezzan Grotto.



Whittier Credit Women's Club.



MARILYN SMALLWOOD, of Junior Women's Club.



JEANNE COOPER, Veterans of Foreign Wars.

ttier's  
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local  
ts (at  
ward-

robe and she, too, will get a trip to Mexico City.

In fact, almost everyone gets a Mexico City trip. The individual who sells the winning ticket also has a chance to go and the holder of the winning ticket can take along a friend since he wins a trip for two.

The queen contest will, however, be only one part of the fair which also will feature booths by local business houses, carnival rides and attractions and by various amusement concessions to be operated by local service clubs.



MYRNA FRANTZ, Optimists Club.



MYRNA FRANTZ, Optimists Club.

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• SALAD BOWL  
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• UPTOWN  
*Open 7 a. m. to 1 a. m.*

# An Open Letter to Our Next City Manager

IN WHICH WE OFFER A FEW POINTERS ON HOW  
TO BEHAVE TO ANYONE BRAVE OR FOOLHARDY  
ENOUGH TO TAKE THE JOB

By Charles N. Pollak II

Even though we haven't been formally introduced, sir—I don't even know your name—permit me to pass along a few remarks based on what I've seen of Whittier's much-buffed council-manager government.

I'll leave it for others to tell you the story of how Councilmen Siewert, Smith and Stockdale cheerfully scuttled our local ship of state. Maybe, because it's common knowledge in municipal management circles, you've already heard about Whittier proving the maxim that a good manager can't get anywhere under a bad council.

No, I won't take up your time with the obvious things you'll learn from well-wishers and not-so-well wishers as soon as you hit town. I'd rather mention some of the highlights of a talk I had recently with Howard Church, who resigned his post as Whittier's first manager on March 15. "If you could begin your job here all over again," I asked him, "what would you do now that you didn't do before?"

The citizens of Whittier, I felt, had a right to a detailed answer to that question if anything constructive was to be salvaged from the demise of the Church regime. You have a right to an answer, too, because your job may depend on how you can profit by Church's experience here.

### Outsider Better?

Some people think he should never have taken the job at all because he authored a survey of our city government before his appointment—a survey that made it plain the municipal machinery could stand a lot of improvement. These people say it would have been better to hire an outside man untainted by having committed himself on various aspects of city affairs. Church doesn't agree with them. He says that most of the criticisms made in his report could have been remedied through centralized management. Furthermore, it made no recommendations that necessarily would have cost any city employee his job despite widespread fears to the contrary.

He says that his most damaging recommendation was that the offices of city clerk and city treasurer be made appointive rather than elective. Their opposition was to be expected, he knew, but he figured that sooner or later their loyalty to the city would prevail. If their jobs had been appointive, ironically enough, he says he'd have kept them both.

Whittier was fortunate in getting a first manager who had already become an expert in her specialized problems. This meant that the city had a six-month head start—the manager knew what to do as soon as he took office. In your case, you'll probably agree that it will be several months before you're familiar enough with the city to be useful.

### Council Support Lacking

No, Church doesn't believe he should have turned down the job. He says it was tremendously interesting and a real challenge to him as a professional management engineer. The real reason for his demise as manager was that a majority of the five councilmen did not support his efforts to make the municipal machinery run more smoothly. He began with a generally favorable council, but an election seven months later brought Ed Siewert and Wilber Stockdale into the picture. They set out to get Church and, with Turner Smith's help, they got him. Tragedy of the affair is that so much *could* have been done with a council that supported its own executive.

I won't bore you with the details of why the three of them acted the way they did. Like the farmer who bought a new car and then spurned it in favor of his old horse and buggy, they preferred to run the city the old way. They even went further than the farmer: they took the wheels off the new car to make sure that it wouldn't get rambunctious. You must realize that we citizens are the passengers who have to content ourselves with the horse and buggy kind of government.

If he had it to do over again, Church would ask the council to pass a resolution endorsing the principles of good management. He thinks that would have eliminated a good deal of the incessant undermining from which his office suffered. I'm not so sure. After all, in passing the council-manager ordinance and on a couple of other occasions, the council gave lip service to the manager system. It looks as if deeds count more than words as far as a majority of your bosses are concerned.

### Those Resignations

When Church took office, City Attorney Tom Bewley was supposed to request the resignations of department heads, according to state law. Appar-

**DEPARTMENTAL OPERATIONAL ANALYSIS RATING SHEET**

S	G	A	I	<u>BEFORE</u>	COUNCIL-MANAGER GOVT	<u>AFTER</u>	S	G	A				
				<u>Purposes and Objectives</u>									
X				1. Clear understanding of overall purposes and functions of the department worked for as demonstrated by written statements of duties and functions and copies of resolutions or ordinances and laws setting up activity.			X						
X				2. Adequate knowledge of all laws, rules, regulations, ordinances, resolutions and policies of City Council and knowledge of where this information may be found	(PARTICULARLY INADEQUATE AT COUNCIL LEVEL)		X						
<u>Policies</u>													
X				1. Proper provision for dissemination of policies and rules emanating from council or department head			X						
X				2. Evidence of constructive contribution to policy making by employees			X						
X				3. Evidence of proper interpretation of policies to or by departmental employees			X						
<u>Authority and Responsibility</u>													
X				1. Clear understanding of line of authority			X						
X				2. Efficient delegation of responsibility and corresponding authority			X						
X				3. Adequate system for keeping employees informed about organization structure			X						
X				4. Presence of organization charts showing line of authority, principal functions and names of key individuals responsible for major operations			X						
<u>Work Organization</u>													
X				1. Clearly defined accurate and up-to-date working procedures covering all basic functions kept in good order and readily available	IMPROVED		X						
X				2. Fair and equitable distribution of work in terms of assignment to individuals of similar position classification and pay rating			X						
X				3. Proper grouping of related functions into organized work units to secure the greatest amount of specialization practicable and consistent with efficient service			X						
X				4. Absence of unnecessary duplication or overlapping of work or authority with other departments	NEEDS MORE WORK		X						
X				5. Absence of unnecessary functions or activities not required by law or of doubtful value to the management of essential municipal functions	GETTING ATTENTION		X						
X				6. Presence of reasonable standards for judging adequacy and efficiency of services rendered by department and by each individual employee	IMPROVED		X						
X				7. Presence of priorities system governing daily work and major work load			X						
X				8. Presence of effective work routing system	IMPROVING		X						
← OK IN PUBLIC WORKS + FIRE DEPTS.													
<u>Personnel on the Job</u>													
X				1. Education → GREATLY IMPROVED UNDER NEW			X						
X				2. Training	PERSONNEL PROGRAM		X						
X				3. Experience			X						
?				4. Productiveness: Quantity			X						
X				Quality			X						
X				5. Cooperative attitude			X						
X				6. Placement with respect to position classification and salary			X						
X				7. Adequate numerical strength to handle required services			X						

S	G	A	I	Office Management	S	G	A	I
				A. Layout				
X				1. Proper provisions for adequate space, proper ventilation, light				X
X				2. Records of recommendations made for improvement of above				X
X				3. Estimated costs for reasonable improvement				X
X				4. Logical arrangement of office equipment in terms of work flow and grouping of similar functions in close proximity	STILL NEED MORE ROOM	IMPROVED		X
				B. Rules, Regulations and Working Procedures				
X				1. Properly made out as applicable to department and filed in central location and easily available to all interested employees	IMPROVED			X
X				2. Up to date working procedures and standards, centrally filed and easily available	IMPROVED			X
				C. Correspondence and Mail				
X				1. Proper policies and practices concerning preparation, answering, transmittal and signing of correspondence	IMPROVED			X
X				2. Procedure governing receipt, distribution and prompt answering of mail	IMPROVED			X
				D. Files				
X				1. Adequacy of filing systems				X
X				2. Check out system				X
X				3. Storage, disposition and destruction of records				X
				E. Forms				
X				1. Centralized forms analysis and control program				X
X				2. Convenience and completeness of forms				X
X				3. Clarity of forms for purposes used				X
				F. Miscellaneous Services				
X				1. Clerical and stenographic pools or "loaning arrangements"				X
X				2. Custodial and janitorial services	INADEQUATE AT HOSPITAL			X
				Public Relations - Internal and External				
X				1. Cooperation with Council on general requests and wishes				X
X				2. Cooperation and harmonious relationships with other departments				X
X				3. Clearance with council on type of information appropriately disseminated to public or to press				X
X				4. Informative bulletins, records or reports of interest and value to taxpayer				X
X				5. Relations with the press				X
X				6. Courtesy and efficiency in handling information requests:				X
X				a. By telephone				X
X				b. Over counter				?
X				c. By mail or letter				?
X				7. Procedure for receiving visitors to city or citizens inquiring about city services				X
X				8. Procedure in representing city at public meetings				X
X				9. Clearance with council on policy matters, prior to public statements at open meetings				X
X				10. Courtesy and considerateness in dealing with fellow employees	(GENERALLY GOOD BUT FEW DEPTS. STILL BAD)			X

FORM COPYRIGHT 1950 BY ADMINISTRATIVE MANAGEMENT SERVICE

This is how Whittier city government stacks up in report card drawn up by Church: S means superior, G—good, A—adequate, I—inadequate. "Before" rating applies to government in mid-1949, "after" refers to mid-March, 1951, after a year and a half of council-manager government. Ratings cover all city departments and city council together. Church notes, 'An inadequate mark does not indicate that every department fell in this category—only the majority.' Church has also rated department heads and key personnel individually, but their marks have not been made public.

ently he didn't. As you know, the intent of the law is to make it plain that the manager gets plenty of hiring-firing authority, thus insuring support from his subordinates.

As a corollary, Church wishes he'd asked the council to call a meeting of department heads in which the councilmen would have introduced him as the head man who had their full support. This would have gone far to stamp out the practice of by-passing the manager's office by department heads taking their business direct to councilmen. It would have discouraged councilmen from giving orders to departments without consulting the manager—a procedure forbidden by law.

Church also says he'd make it crystal clear to councilmen that the manager cannot take orders from an individual councilman, but only from the council acting as a body. Such a declaration, he thinks, would help the lawmakers stick to policy and legislation and stay away from the manager's province, which is administration.

## How Tough?

Your predecessor recalls that he was faced with a problem common to anyone in a position of authority and responsibility. His job was to get certain things done but his subordinates—because the council failed to support him—were recalcitrant. Should he get tough and risk unpopularity? Or should he try persuasion, accept slower results and hope for the best? "It is certain that if I'd been as tough as I should have as a management engineer, I wouldn't have lasted two months," he says. On the whole, though, he thinks he should have been sterner.

As a matter of fact, he believes an early showdown might have helped. He had plenty of opportunities to jump the more reluctant department heads—‘reluctant’ is gross understatement—but, with an anti-manager majority on the council, passed them up.

If Church had to do it over again, "I'd fire Ira Schab," he says. Ira's a deputy city clerk and a good bookkeeper, Church says, but he created dis-harmony with his constant criticism of councilmen and of other city departments. Another peculiarity of the city clerk's office was that business due to appear on the agenda for council meetings would be discussed ahead of time with Siewert and Stockdale and the lower echelon's point of view would get its licks in. Then, at public meetings, the two councilmen repeatedly took the offensive with their favorite weapons—the false accusation and the half-baked conclusion. Ed and Wilber tend to get their information on city affairs from ten o'clock coffee sessions with their City Hall cronies.

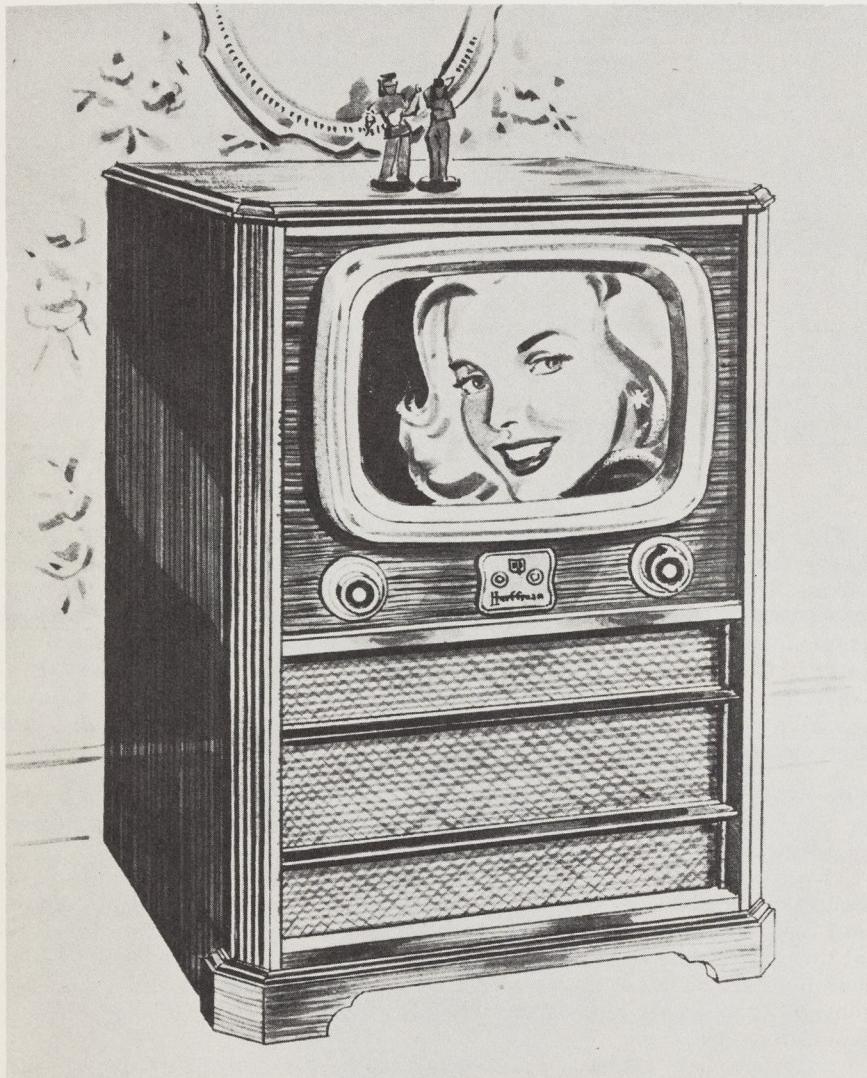
S	G	A	I	<u>Personnel Management</u>		S	G	A
	X			1. Uniform practices in handling personnel matters throughout all departments				X
	X			2. Fully developed personnel policies and procedures	IMPROVING FAST			X
	X			3. Selection procedure, incorporating minimum standards in terms of education training and experience				X
	X			4. Selection procedure incorporating examination and testing procedures for specific assignments, and competitive rating				X
X	X			5. Retirement provisions				X
X	X			6. Sick leave provisions		NEEDS IMPROVING		X
X	X			7. Vacation provisions				X
X	X			8. Advancement opportunities				X
X	X			9. Educational opportunities				X
X	X			10. Standards of performance for each assignment written into job specifications indicating when a job is well done	NEEDS ATTENTION			X
X	X			11. Employee grievance procedure				X
X	X			12. Employee counselling procedure				X
	X			13. Employee records				X
	X			a. Background of employee				X
	X			b. Current job history and progress record				X
	X			c. Pay and retirement				X
	X			d. Separation and exit interview records				X
	X			14. Exit interview procedure				X
	X			15. Training and indoctrination programs				X
	X			16. Performance review procedure				X
	X			17. Provisions for periodic review of assignment to determine need for reclassification of position				X
	X			18. Known line of promotion or advancement				X
	X			19. Procedure for discipline, demotion or dismissal				X
?				20. Records giving information as to amount of personnel hours spent on given assignments in order to provide information as to work needs for budget purposes				X
	X			21. Adequate compensation plan in terms of like pay for like work in the community.				X
?				22. Absence of highly skilled and highly paid individuals spending time on non-skilled work				?
X				23. Absence of poorly trained and weak personnel on assignments requiring a high degree of skill and specialization				X
				<u>Budget and Fiscal Controls</u>				
X				1. Monthly work programs developed in accordance with budget allotments				X
X				2. Adherence to allotment system on all expenditures				X
X				3. Receipts and Expenditure reports, frequency and regularity of				X
X				4. Cost accounting by function and records of				X
X				5. Consistency of service charge formulae				X
X				6. Availability of accurate data on work volume handled				X
X				7. General cost accounting studies				X
X				8. Preparation of payrolls, procedure for				X
				<u>Purchasing Procedures</u>				
X				1. Adequacy of policy and rule dissemination from council				X
X				2. Adequacy of rules, regulations and procedures				X
X				3. Bid procedure				X
X				4. General buying practice on amounts under \$1000.00				X
X				5. Availability of supply manuals on equipment most frequently used or				X

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As a result, Church thinks it would be a good idea to hold monthly meetings to bring the council up to date on progress or lack of it in manager government. This wasn't usually possible at regular council meetings because the boys were too busy snarling at one another.

Last April the firemen and policemen got the electorate to approve a civil service initiative including a requirement that civil service city employees must live in Whittier or become residents within 90 days. Church went ahead and took the law literally, causing a storm of protest. He now says he should have consulted the council first.

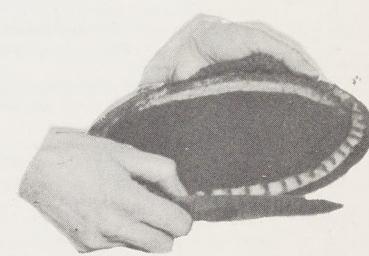
You'll have the same struggle with time that Church had. As the pioneering first manager of one of the nation's fastest growing cities, he never had quite enough time to do a job as well as he'd like. "Instead of being too concerned about administrative programs, I'd set aside a few hours each week for informal visits to all departments," he says, "I'd get to know city employees better."

#### Beware of Lots of Things

When you take office, there may be a few things that will stick in your craw. For instance, unless you get more money than Church did, you'll be making less than one of your subordinates—Marshall Bowen, public works director. He knows his business thoroughly but that doesn't alter the fact that accepted management principles call for the top man to get top salary. You won't be assigned a city car unless you scream for it even though the importance and prestige of the manager's office would seem to require that you have one. At council meetings you may not like it when councilmen give instructions to different department heads—by-passing you in your presence. It's against the law but it happens in Whittier. You may think the state law gives you the right to hire and fire most department heads but we're different in Whittier. We also differ from most California cities in that the council won't let the press observe the preliminary sessions before the public meetings. You'll understand why when you hear the high-class names the boys call each other. As for the three councilmen who sabotaged Church, you'll have Ed and Wilber to contend with until 1954 and Turner at least until 1952. Ed is an aggressive little guy who's against practically everything. Wilber is nice to meet; if he undermines your job as he did Church's, rest assured that he'll do it with a smile. Turner is well equipped to be a good councilman but he hates to have the manager—or anyone else—disagree with him. Anything else? Well, if you take a drink now and then, don't admit it. If you go to church, don't be bashful about requesting divine guidance—you'll need it.

Church made just one bitter comment to me. "Maybe," he said, "I should have cultivated the 'right people'." Above all, sir, don't *you* do that. You may have a harder time of it but you can't go wrong if you stick to cultivating *all the people*. Good luck!

## Kitchinning with MAYBELLE and MARTITA



**BOB-AUDY PIE**

Maybe some PICTORIAL reader knows the origin for the name of this delicacy and if so, we'd like to have it. Our authority this week, a curvaceous high school teacher named Vada Henry, says that this pie has been called by its peculiar name as long as it's been made in her family, which is quite a long time.

Miss Henry's grandmother brought the recipe to Indiana from Virginia, and Miss Henry brought it on from there to 913 S. Rose Dr., where she occasionally uses it. The pie has a pleasing cinnamon taste and this is how you make it:

First make and bake an ordinary pie shell.

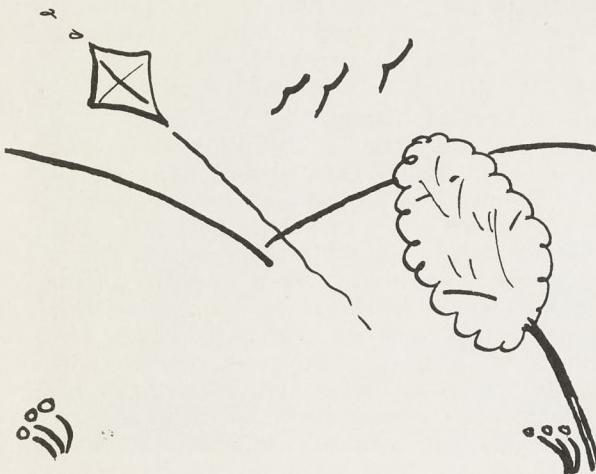
Then combine 1 cup sugar; 1 1/2 tablespoons flour; 1/2 teaspoon cinnamon; 1/4 teaspoon cloves; 1 tablespoon butter, melted; 2 egg yolks, beaten; 1 cup milk 1/4 teaspoon salt; 1/2 teaspoon vanilla.

Third, fold 2 egg whites (beaten to fluffiness, but not dry) and butter into the mixture.

Then, stirring constantly, pour into pie shell. Bake 45 minutes in oven at 425 degrees.

# Dear Boys and Girls.

I've tried for two weeks to find Tim and Tess in order to bring you another story. I've looked and looked and looked. But I just can't find them. I asked Mrs. Miller to help me. And she confessed that she had seen the children so busy-busy doing *nothing*.



They'd go out to fly a kite and come home with a fist full of flowers. They'd go to the store for cream and come home with a pound of butter. Tess even took her school books to the library and her library books to school. And poor distracted Tim delivered last evening's papers this morning.

What do you suppose is the matter? Can you possibly guess what their trouble is?

I think I know.

And just to show you that Grandma Whittier has felt the balmy weather I'm going to do you a little poem.

*The days are getting longer  
The ducks are at Penn Park.  
The wind is growing stronger  
No children play at dark.*

*The rides and swings at Streamland  
Are higher than the sky.  
It's time to collect some beach sand  
And make a beachberry pie.*

*The children who live in Whittier  
Can see blossoms on the trees  
While Tim and Tess Miller  
Will rhyme their name to please.*



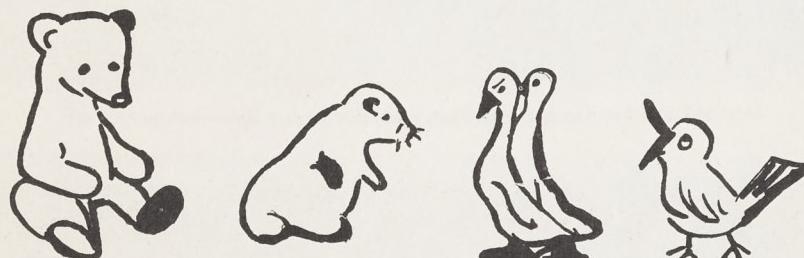
But just between you and me—seriously children—there are some important Spring-things that we shouldn't forget.

Spring begins on March 21st which is called the equinox, meaning equal night and day, because on that day the sun rises exactly in the east, and sets exactly in the west, and there are just 12 hours from sunrise to sunset and 12 hours from sunset to sunrise again.

Spring also means maple sugaring time in New England when families work hard and fast to catch the sap in their pails after they have bored the up-slanting holes into the trunks of the maple trees. The most fun is taking some fresh warm maple syrup sap and dropping it on the snow to freeze hard into a wonderful piece of candy.

This is also the time of year when the woodchucks and bears and raccoons wake up after a long winter's rest. They go poking their noses about to see if it *really* is Spring.

And of course the robins and bluebirds fly back north from the south while the geese make a much noisier return . . . honk-honk-honking and flying in their V-shaped pattern.



And while you are looking for your own signs of Spring, please help me find Tim and Tess. We will need them for our next story.

Grandma  
Whittier

## Want a Picture to Keep?

Glossy 8x10-inch photographs of pictures printed in THE PICTORIAL may be purchased at our office, \$1 each. For 5x7-inch prints the price is 60c each. Prices for contact prints and large orders may be had by phoning 45-0274. We also take many pictures which, because of space limitations or for other reasons, never appear in the magazine; you may see proofs and order prints from these negatives by calling at THE PICTORIAL office.



P. S. We didn't  
sell her  
the  
shoes . . .

No—little Patty's old shoes still fit, we told her parents, so she didn't really need new ones . . . yet. But, we think it wise for parents to check with us every couple of months anyway—just to make sure.

The moral: at The Youth Shop the welfare of your child's feet is what comes first.

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Proudly wearing Girl Scout uniforms these members star at investiture ceremony.



First aid and bandaging is an important—and popular—subject.



Troop 31 members practice caring for "baby," which in this case is doll.

## Girl Scouts Ready to Put Finger on You

The Girl Scouts will be starting their annual finance drive April 7th. Your chances of being missed by *all* of the 2,167 girls and Scout enthusiasts during that drive are pretty slim. So, presented here, are words and pictures to show what the Girl Scouts do and why they should be supported.

Unlike most youth organizations, the Girl Scouts have no regular sponsor. Their funds come from calendar and cookie sales, and from contributions which are received mostly during the finance drives. While the Boy Scouts were an English invention, the Girl Scouts are an American product, founded in 1912. They now number about a million and a half, of which 1,672 are members of Whittier Brownie, Intermediate and Senior Scout groups.

Someone has figured that it costs about \$8 per girl for a year of scouting and their activities, besides those pictured here, include the most fun of all—a summer camp in Dark Canyon on rugged San Jacinto in the San Bernardino mountains.

Most of the local activities center around the Little House in Broadway park, where most of these pictures were taken. But the girls' activities extend in all directions and cover lots of subjects.

Brownie Troop 45 is probably a typical one. It has 18 members with Mrs. John R. Hubbard, leader, and Mrs. Robert W. Crabb, assistant. Among the projects completed by the troop were copper tooling, Thanksgiving table pieces, Halloween candy-filled pumpkins, Christmas decorated pine cones, potting Easter plants, making shamrock lapel pins, yarn lapel dolls, and Valentine favors. Projects planned include planter boxes, Mother's Day and Father's Day gifts.

Many field trips have been taken, and more are planned. Brownies from this troop have visited the Swift and Company Ice Cream plant (no one skipped that one), Whittier Dairy, Whittier News, Tomlinson's Select Nurseries, and soon they will inspect a citrus packing plant, a dairy farm and maybe even a candy factory.

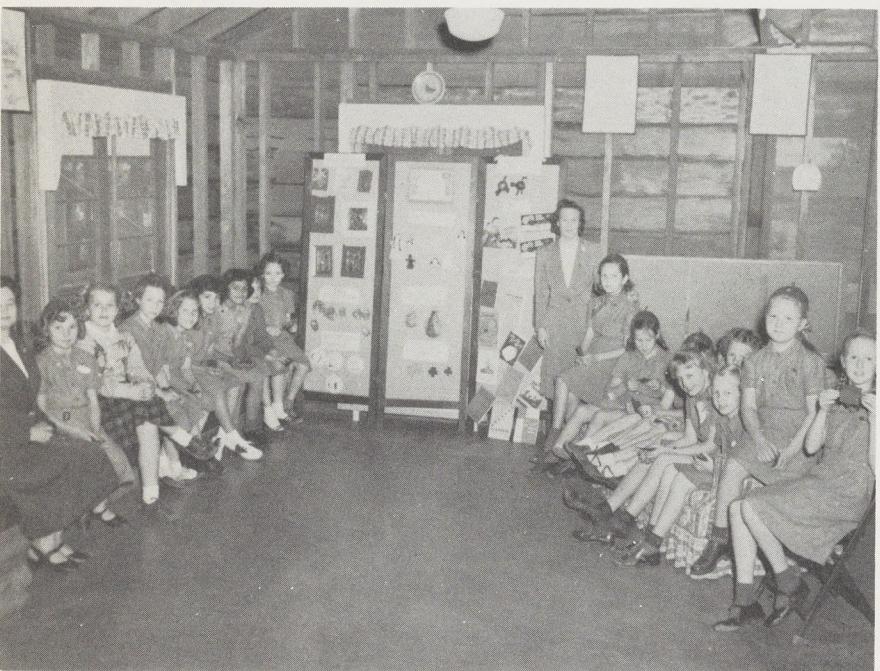
Program studies include folk dancing, games, singing, and, with nice warm weather approaching, a first aid course is underway and outings like "cook-out picnics," weiner roasts, and punch and cookie parties for Brownies and parents are planned.

These Brownies work, too. They sold 100 Girl Scout calendars in November, 500 boxes of cookies last month, and will take part in the finance drive which will be launched, incidentally, by Whittier's Barber Shop quartet giving a benefit performance at the High School auditorium April 7.

Although much of the individual training and work of the Brownie, Intermediate and Girl Scout troops is up to the leaders involved, general direction comes from the Little House staff. This able group includes: Mrs. Thomas T. Harriss, executive director; Corinne Laine, field director; and Mrs. R. F. Methvin and Mrs. L. N. Wood, office secretaries. Mrs. H. H. Hokuf handles the publicity, and supplied much of the information used here.



Mrs. C. L. Holmes helps Scouts practice cooking in her kitchen.



This troop poses before project panel.



Officials at Little House include Mrs. C. O. Durrett, council president; Mrs. Harriss, executive director, and Mrs. Methvin, secretary.

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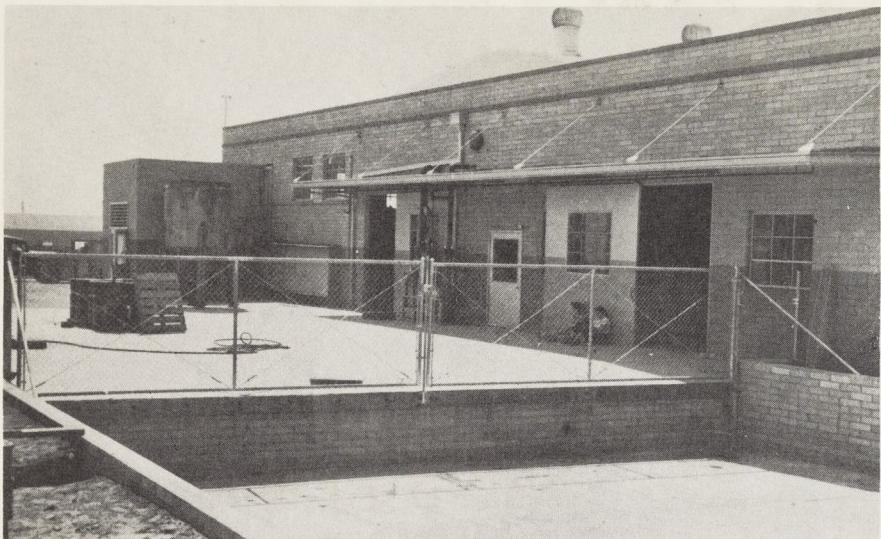
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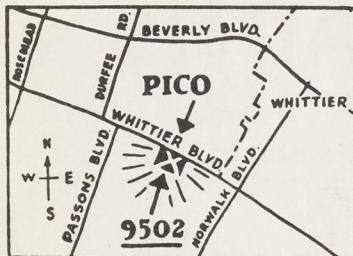
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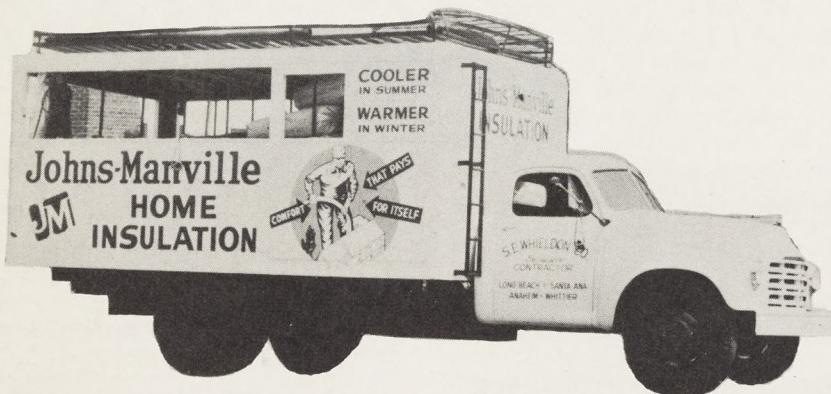


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The home of Mr. and Mrs. L. E. Hogsett at 1012 Eastridge Drive was a pioneer one back in 1937 when it was built. At that time there were only two other houses on the street. Painted dark green with white trim, it now reigns majestically upon a high hill in a well built up area.

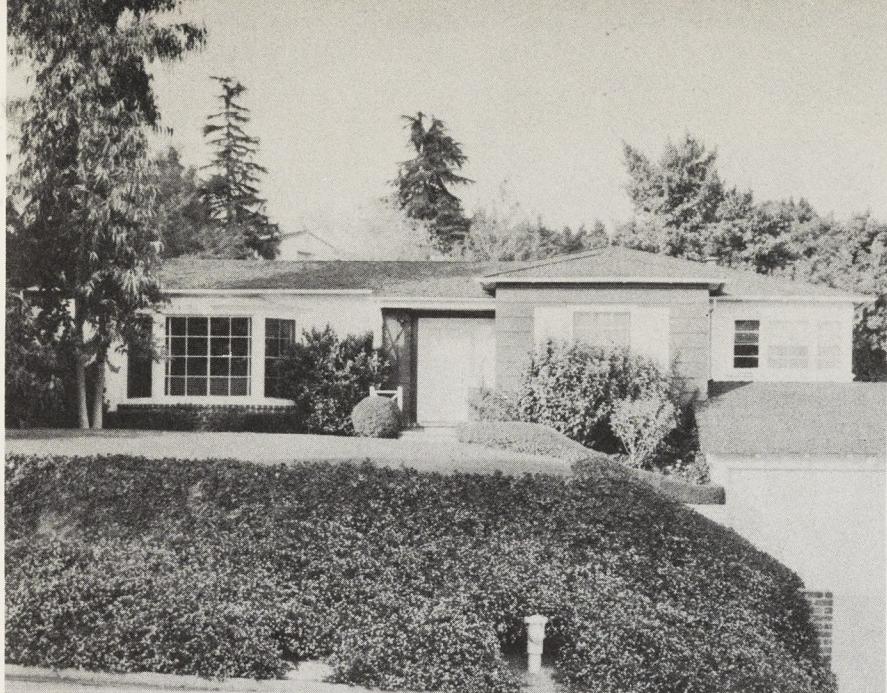
The interior is pleasantly furnished in contemporary and colonial furniture. The large living room is a mellow combination of green walls, rose beige rug and gold, green and beige chair coverings. On the console radio is a beautiful vase which the Hogsets' son brought back from China during World War II. "He had a lot of other stuff, too, but he didn't get it through. The plane on which he was returning developed engine trouble and orders to ditch everything were given. But he did manage to save this", Mr. Hogsett stated. It is a multitude of flowers made from minute pieces of inlaid glass.

The knotty pine breakfast nook, off of the kitchen is attractively decorated in a petite print paper of brown, tan and yellow. It boasts a small rocker covered in a print identical to the paper.

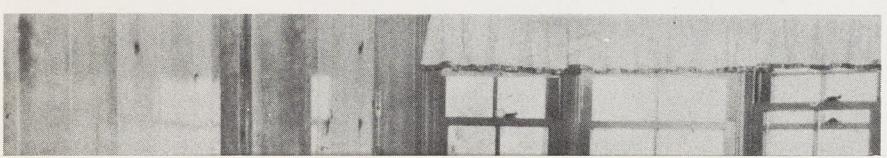
A long hall affords easy accessibility to the den done in green and red. "This is my room . . . I like color," Mr. Hogsett says. It is a restful color scheme, though, and French doors lead out to a snug patio formed by the L shape of the house.



Charm in the breakfast room is gained with petite print paper and similar print on rocker cover. The table and chairs are light maple.



**Green of house blends into the lawn. Bay window is in the living room. Breakfast room is directly above the garage.**



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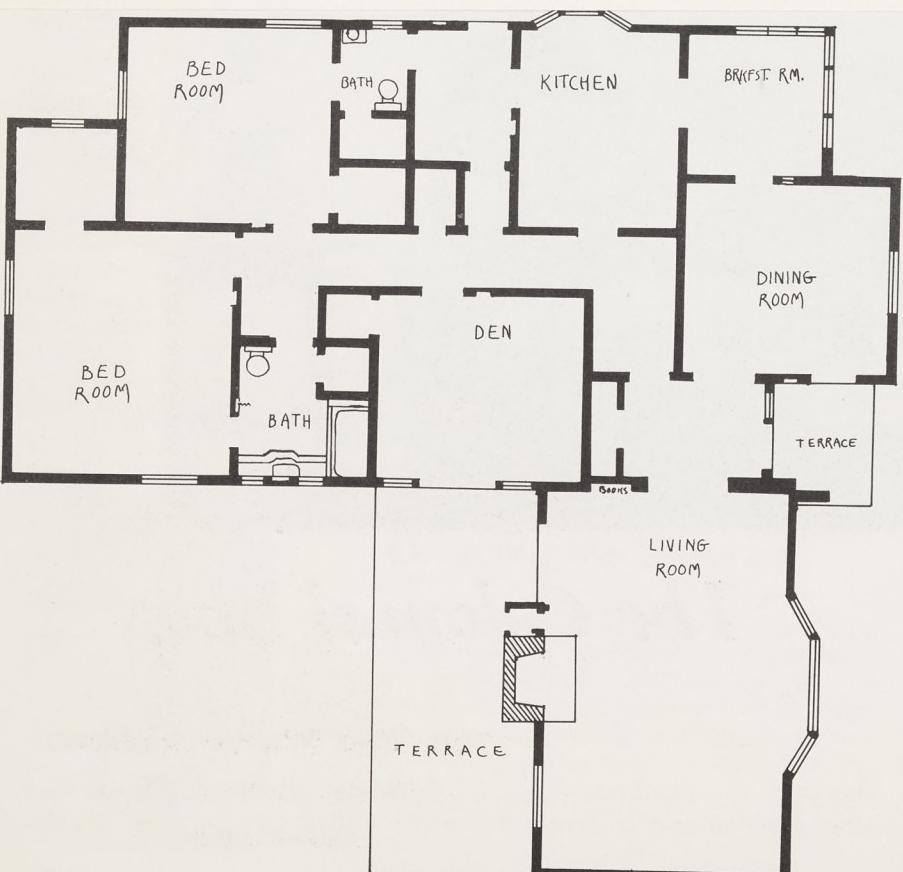
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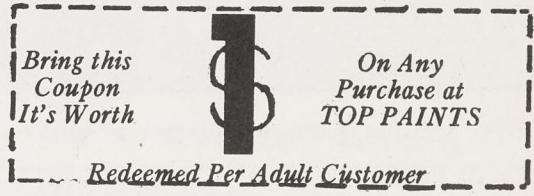
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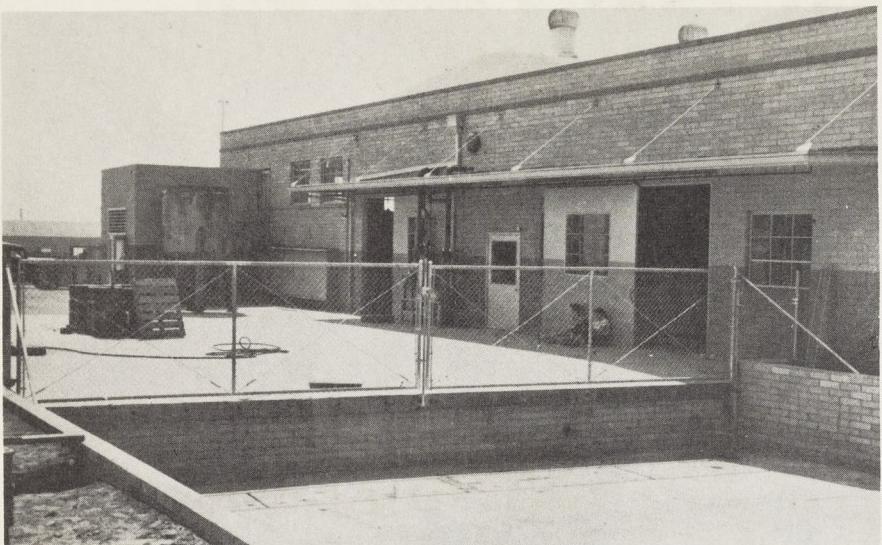
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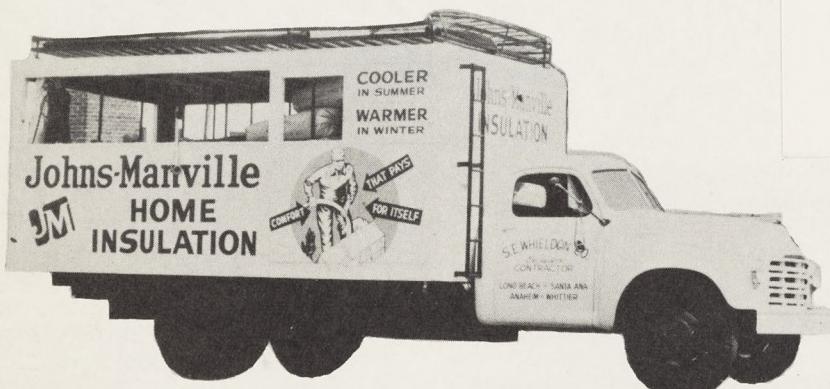


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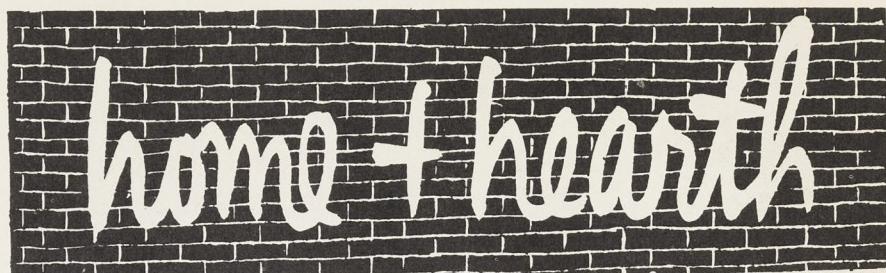
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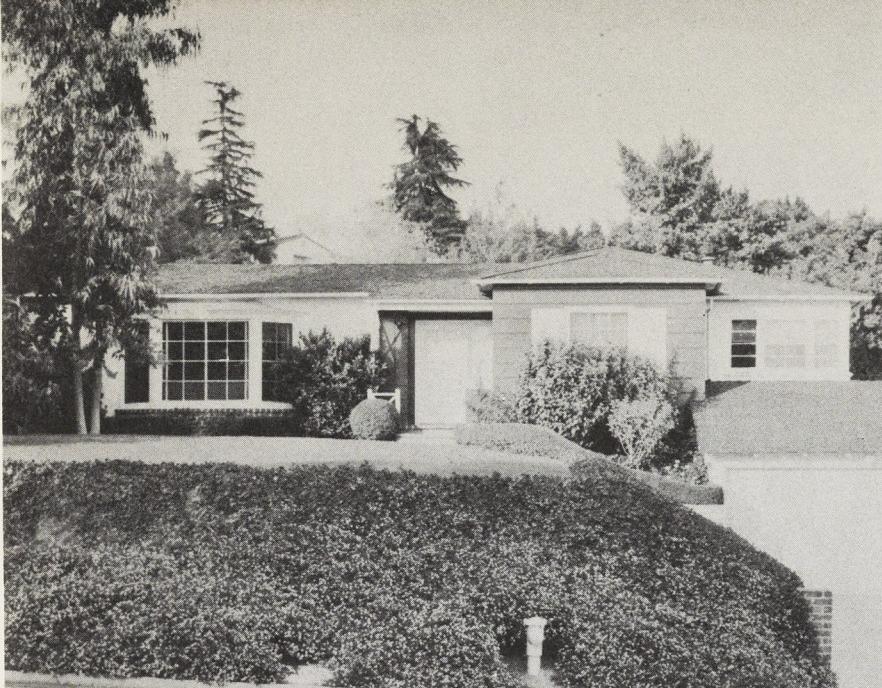
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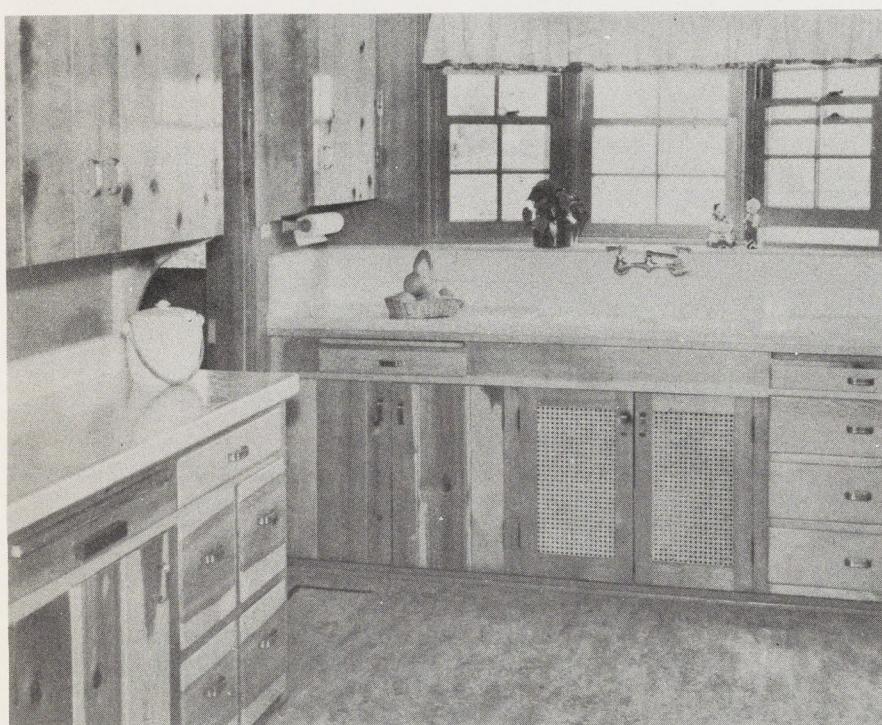
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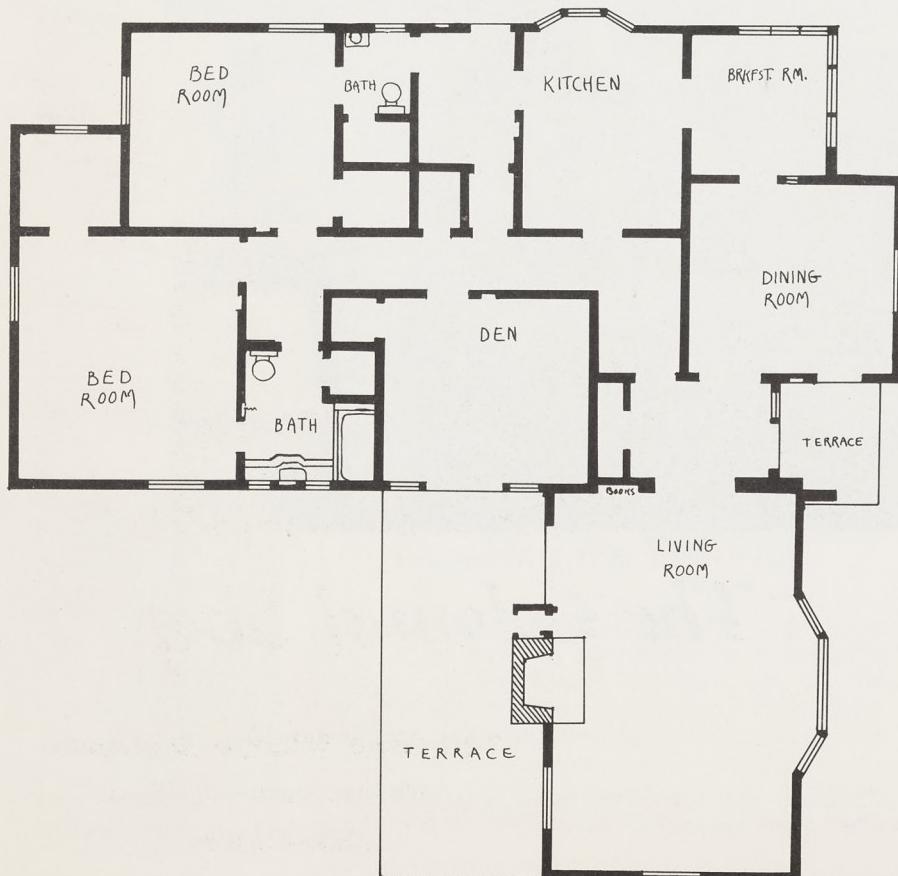
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**Knotty pine combined with yellow and green tile makes a sunshiny kitchen.**

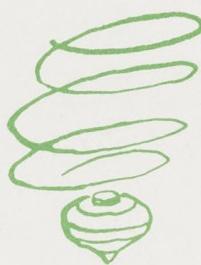


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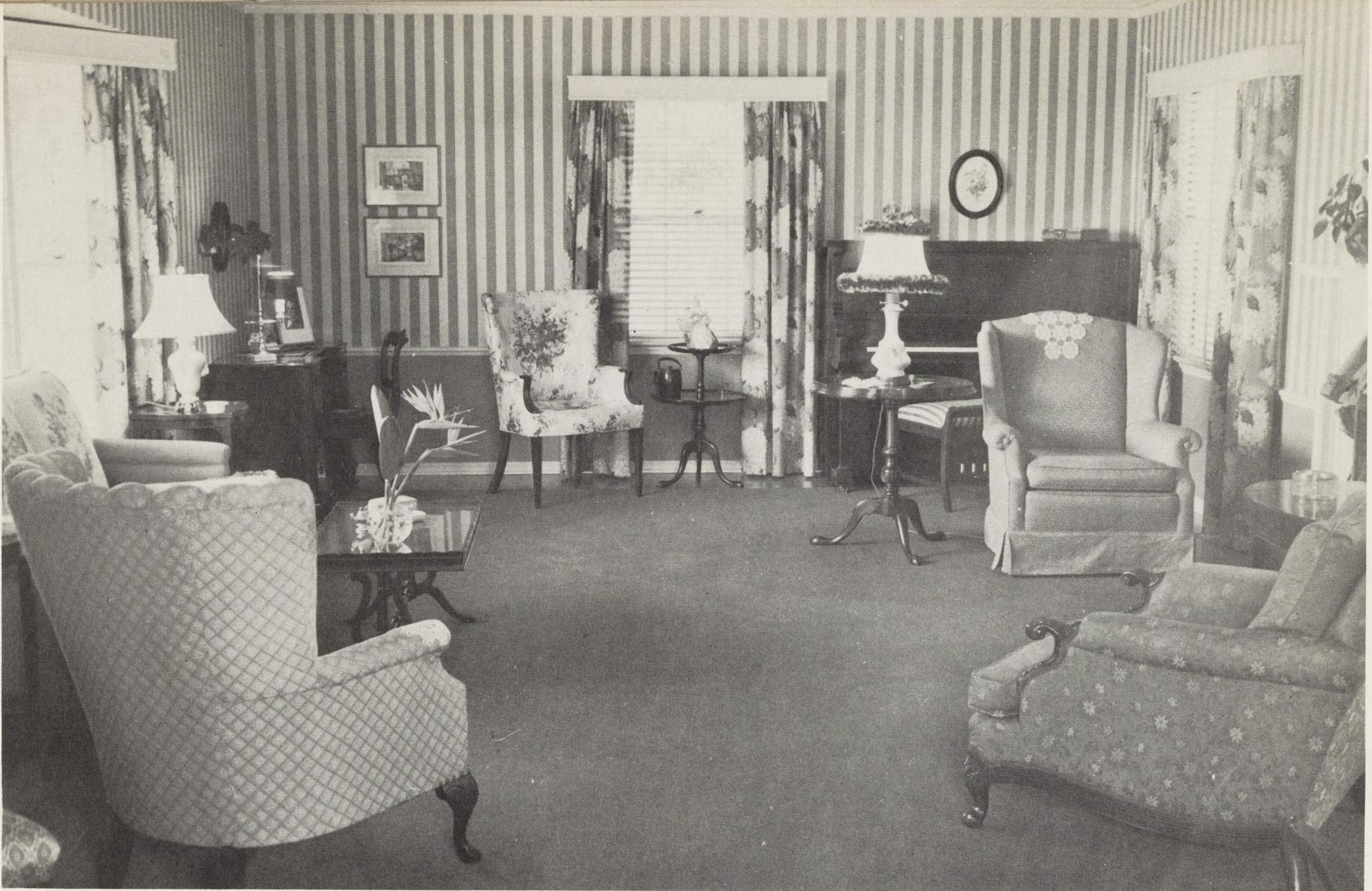
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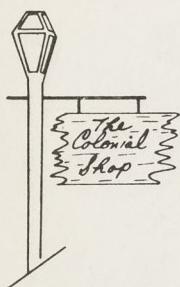
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Subdivision Property



Living room is charming mixture of gold and brown tones. Walls are in green and white paper with forest green dadoe.

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## The Readers' Free Press (continued from Page 5)

expressed by the teacher before the classmates, you can't help but realize there is a lot of educating to be done not only for and with the minority peoples but with ourselves as teachers and parents before we can establish a "rapport" with peoples of other nationalities.

Some of these same boys and girls may save Suzy and Jimmie from drowning at the old swimming hole. Or it may be some of those dusky-skinned nurses that are working to bring our sons, husbands and brothers back to health and home from overseas.

It doesn't make any difference to our boys fighting overseas as to the color of their buddies working in quick, accurate precision timing by their side.

So I say we must educate ourselves, parents and teachers, before we can establish a healthy attitude in the minds of our future generations. You people of THE PICTORIAL staff have the far-reaching vision to see the need for this education and have made a start for us all. Let's all work together for West Whittier and give them a helping hand.

A Brethren minister once said to me, "How can we expect nations to get along when we people have not learned how to get along with our own neighbors?"

I say—let's get acquainted with our neighbors.

MRS. MARJORIE B. GILES  
Whittier Home-maker and Mother

### To THE EDITOR:

I would like to thank you for the cooperation and interest shown by THE PICTORIAL in the re-union of families, friends, etc., of Whittier area marines in Korea at the home of Mrs. Arthur Newton (January 11—Ed.). Once in awhile I get to see a PICTORIAL here, that one of the boys receives from home. It's good to see, especially photos of areas, people and places of interest plus news that originates in our backyards. I sincerely wish the staff of THE PICTORIAL continued success.

We are all hoping that this so-called police action will soon be over, also that it will not lead to World War III, but we cannot ever be led to believe that peace is here; we must be prepared at all times. What has happened here in Korea could just as easily have happened there at home. We were not ready and our military strength was not as great as we were led to believe. We have been caught twice with our pants down, and we cannot allow it to happen again.

We all want to get home—all of us. We have learned to enjoy the comforts of life in the good, ole USA, but there is no use in letting this job go half done. We must prove to the world that we aren't soft and will fight to preserve our way of life, our families and our homes and country. We emerged a great nation after World War II. It's up to us to be great in the eyes of the oppressed peoples of other nations, to protect the underdog, the small nations that have a right to self government, not to suffer from communism and its slave labor.

Of course there are many things that can be improved within our country—too much politics, not enough statesmanship, etc., but we all have the right to protest and vote on what we believe to be right. One has only to leave the states and live with the people of other nations (especially the Orient) to appreciate our way of life, which is dear to me and to millions of others.

I don't believe that this will last much longer here. It may get settled, but we hope that all the lives lost here in Korea shall not have been given in vain. We must not let Russia or China bully us or any other nation. To me, the crossing of the 38th parallel by the aggressor was akin to the "incidents" of Finland, Ethiopia, German Sudetenland, Poland, etc.

Weather here gets mighty cold at times, but one can get accustomed to it easily (when you have to).

S/Sgt. ANTHONY P. PERSI  
1st Marine Division  
FPO, San Francisco

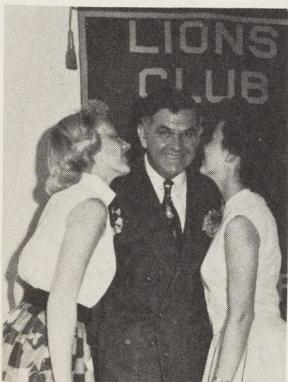
ANDONG, KOREA

### To THE EDITOR:

... This week I got a particular boot out of "Good-bye, Mr. Church" because it might so well happen here, except that our manager would be kicked out. He (ours) should never have been kept in power when they switched the form of government here. Our present town manager is our former head selectman doing the same job he has done for years being "yes man" to the same powers—that-be—the only difference is, he's getting a bigger salary for it! Figure it out, I can't.

Maybe in time you can start an Eastern PICTORIAL.  
KENNEBUNK, MAINE

(Name withheld)



## Covering the Pictorial

Sometimes a man has to give everything he's got to make a success of a community project. Orville Espolt, co-chairman of the First Annual Whittier Community Fair (April 25-29), here proves that he is willing to go any lengths, endure any ordeal to publicize the fair. Delivering the punishment to the intrepid Espolt are Marilyn Smallwood (left) and Bette Barmore.

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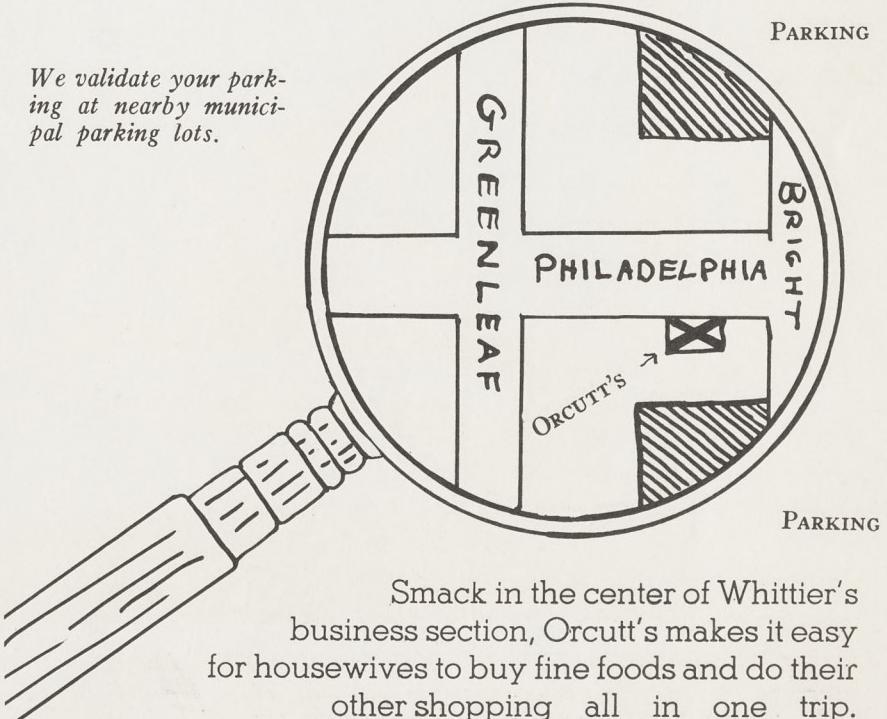
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# PICO PALACE SALES

*Complete* Home Furnishings



We, of the PICO PALACE SALES, have cornered the Greatest Array of Home Furnishings . . . This side of Los Angeles . . . Furniture for Your Comfort, Appliances

9561 E. Whittier Blvd., Pico

**PERFORMANCE . . .**

*Packard-Bell*  
PERFORMANCE *PB* BEAUTY  
**TELEVISION**

PERFORMANCE AND BEAUTY are the keynote of this superb new model. PERFORMANCE...an ultra-modern television-radio-phonograph combination which brings the World of Entertainment right into your own home, and enables you to enjoy the type of entertainment and music you like when you want it! BEAUTY...a magnificent console of majestic beauty and sumptuous adornment, available in your choice of authentic styling (Traditional, Provincial, Modern) and fine hardwoods (Mahogany, Walnut, Maple, Blonde Oak)!

**Closed** . . . a magnificent piece of fine furniture which lends beauty and charm to your home and contributes to your gracious living. Twin full-length panel doors conceal and protect the picture tube and the control dials when not in use. Packard-Bell's exclusive TeleCaster cabinet, mounted on concealed mar-proof casters, may be rolled readily to the most convenient position for viewing. This luxurious console, whose exquisite beauty of styling is enhanced by the excellence of cabinetry, is styled by Packard-Bell and custom-built by Packard-Bell master craftsmen.

**Open** . . . a superlative form of home entertainment which is the center of attention in your home and contributes to your happy living. Motion picture quality in both sight and sound gives you a clear, sharp picture and a full, rich tone.

for Your Convenience, and **PACKARD-BELL TELEVISION** for Your Entertainment.

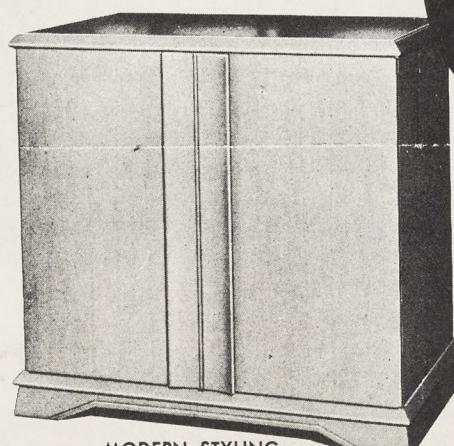
Oxford 9-1224

• • • • • **BEAUTY**

**20" television combination**



PROVINCIAL STYLING  
MAPLE FINISH



MODERN STYLING  
BLONDE OAK FINISH

TELEVISION . . . 20" black rectangular picture tube; Packard-Bell's new True-View angle picture lens; simplified tuning; illuminated channel selector; automatic gain control; automatic picture synchronizer; automatic brightness control; internal blanking. Designed for use with the Packard-Bell color television converter.

RADIO . . . Standard broadcast and frequency modulation; Packard-Bell's exclusive Stationized Dial; tone control; 12" high-fidelity heavy-duty PM dynamic speaker.

PHONOGRAPHS . . . 3-speed automatic record changer; plays twelve 10" or ten 12" records at 78 or 33 1/3 RPM and ten 7" records at 45 RPM. Spacious compartment for storage of records.

40 1/4" WIDE, 38 1/2" HIGH, 23 1/2" DEEP

**Pico Palace Sales Offers a Complete TV Service Dept.**